

Annual Cost Report Handbook - Child Placing Agencies

Revisions for Reporting 9-30-21

The following list identifies the changes in the Child Placing Agency (CPA) Handbook for State of Michigan fiscal year 2021 reporting.

PART 2: FISCAL FACTORS (page 6)

We added descriptions for non-reportable fund sources to reinforce the accuracy of cost reporting. Any revenues, expenses, and statistics related to non-reportable fund sources are unallowable. Providers must identify and/or allocate a portion attributable to those fund sources (WMPC and County-only contracts) and remove the amount from the cost report.

All revenues, expenses and statistics must be attributable to MDHHS-provided days of care only.

PART 4: EXPLANATION OF COMMON TERMS

1. Contract Number: (page 10)

Until FY20, providers were required to report their contract numbers in the contract prefix format (e.g., PAFC21-12345). As the prefix format is no longer in use for CCI contracts, providers are now required to use the SIGMA format (e.g., MA1000000123) for consistency purposes.

2. Days of Care: (page 10)

Starting in FY21, the State Per-Diem Revenue section is completed by MDHHS officials with MiSACWIS data. Providers are no longer required to report Actual Days of Care in Tab-3 Direct (Table 3.1 a).

3. Number of Children Served: (page 11)

Same as #2 above, the number of children served is retrieved and entered by MDHHS officials. Providers are no longer required to report Number of Children Served in Tab-6 Statistics (Table 6.1).

PART 5: COMPLETING THE ANNUAL COST REPORT WORKBOOK

1. State Per-Diem Revenues: (page 14)

Same as PART 4 above, providers are no longer required to report the State Per-Diem Revenue section (Table 3.1 a). Other contract revenues such as Specific Assistant should still be reported by providers.

2. Recruitment and Retention: (page 27)

Adoption providers must report court administrative fees regardless of being eligible for reimbursement as recruitment/retention activities are required in Adoption contracts.